

ADMINISTRATIVE - INTERNAL USE ONLY

Official Record Copy
Office of Personnel

3 JUL 1972

19 June 1972

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-28

SUBJECT : Pay Administration for Prevailing Rate Employees

REFERENCE :

RESCISSION: OPM No. 20-31-21 dated 7 October 1969

1. GENERAL

- a. Employees whose positions are classified under the provisions of the Coordinated Federal Wage System, which includes the Interdepartmental Lithographic Wage Board, are paid in accordance with local area wage schedules published by the Department of Defense Wage Fixing Authority. Both categories include grade and step structures which are complemented by standards used for allocation of position grades and titles.
- b. Government Printing and Graphic Arts schedule positions do not have the same apprenticeship and promotion time factors as found in regular wage schedule positions. (Grade and step identifications are being developed for administrative convenience in the computer systems.) The Director of Personnel and his designated alternates, including the Chief, Position Management and Compensation Division, establish Government Printing (GP) and Graphic Arts (GA) pay schedules in accordance with lead agency pay practices for the specialized craft and supporting positions.

2. DEFINITIONS

- a. Basic Journeyman, Journeyman, or Member of a Craft: A fully qualified worker in an apprenticeable trade recognized as such by the appropriate craft industry.
- b. Printing Plant Workers: Employees engaged in performing unskilled and semiskilled manual tasks in hand and power equipment operation and other nonjourneyman tasks in the graphic arts.
- c. Apprentices - Trainees: Employees in a program for progressive development of craft skills leading to recognition as a journeyman craftsman. Some programs are developed for processes or equipment that have positions for which the maximum pay rate is a fixed percentage of journeyman rate -- e.g., 80%, 85%, or 90% of journeyman rate. Apprentices

ADMINISTRATIVE - INTERNAL USE ONLY

MORI/CDF

assigned to this work cannot exceed these rates until assigned to training in processes and equipment calling for higher skill (see 5.c).

- d. Saved Rate: A rate paid without specific time limitation to employees whose positions are reclassified to a lower level in a different wage system, where position downgrading results from a revised evaluation standard, or where a revised wage schedule structure places the employee's position at a lower wage level.
- e. Retained Rate: A rate paid for up to two years for employees who are changed to a lower grade, except when such change is by request of the employee, for personal cause, or required by personnel reduction, in which cases pay retention is not authorized. The employee must have had two years of continuous service in any grade or grades higher than the grade to which he is reduced.
- f. Maximum Rate: Applies only to GP and GA schedules. Salary is equal to that of an established rate below the journeyman level, and there is no time limitation.

3. GENERAL ADMINISTRATIVE PROCEDURES -- CFWS and ILWB

Pay administration for CFWS (W, L, and S) and ILWB (LB) employees is applied in accordance with the provisions of Federal Personnel Manual, Chapter 532, Subchapters 8, 9, and 10. Paragraph 5 includes Agency procedures for application of nonstandard pay rates as defined in FPM 532.

4. GENERAL ADMINISTRATIVE PROCEDURES -- GP and GA

- a. Except as provided in paragraph 5 appointments or reassignments to GP and GA positions are made at the grade, apprenticeship step, journeyman, or specialist rating commensurate with the experience and training of the individual as evaluated by the appointing officer for application to the position title. Prior pay rates received in nonprinting or unrelated trades including Federal employment are not considered.
- b. Printing Plant Workers will be appointed at the first step of the grade (where there are several steps) that reflects their experience in semi-skilled manual tasks associated with nonjourneyman work. Upon promotion in the grade schedule an employee will receive the minimum step that will provide at least \$.05 raise in hourly pay.
- c. Apprentices will be advanced to the next step of their apprenticeship pay schedule at the beginning of the pay period following:
 - (1) Completion of 26 calendar weeks for the six months steps, or
 - (2) 52 calendar weeks for one-year steps, of progressively more responsible work, and

ADMINISTRATIVE - INTERNAL USE ONLY

- (3) Provided conduct and work performance are satisfactory and the operating office concerned certifies the apprentice has successfully completed the training prescribed for the period under the apprenticeship program through the 90% or fourth-year rate or longer as required by standards and described in pay schedules.

A longer apprenticeship is required for Reproduction Technicians.

- d. Advancement from 90% to journeyman craftsman is considered a promotion action calling for submission of a SF-1152 with certification by the operating official of the successful completion of the full apprenticeship for the Office of Personnel approval of the employee's qualifications.
- e. Advancement of journeyman to specialist, supervisor, planner, or other higher rating requires completion of one or more years of journeyman or specialized skills and demonstrated ability to perform color, mechanical, work planning, line supervision, or other skills called for in the position. Shift supervisor and foreman ratings require specialized and supervisory experience of two years or more.
- f. Graphic Arts schedules provide in addition to apprenticeships the following recognition of advanced skills and experience:
 - (1) Proficiency rates are provided for increased specialized skill, experience, and aptitude which normally require a minimum of one year of experience above the journeyman or higher skill level. Promotion certifications similar to 4.e. are required for these ratings, and the skills must be maintained to hold proficiency rates.
 - (2) Specialist and combination journeyman ratings involve journeyman craftsman skill and a minimum of at least two years of specialized or second skill training. Promotion requires submission of Form 1152, Request for Personnel Action, and an operating official's certification to the Office of Personnel that such skill has been demonstrated. Upon promotion to specialist or combination skill, employees receive the nearest rate for the specialist title that exceeds their current rate.

5. APPLICATION OF DESIGNATIONS FOR NONSTANDARD RATES

a. Saved Rate - Step "S"

- (1) An employee is granted a saved rate and placed in Step "S" when:
 - (a) The wage board position to which he was assigned is reclassified under another wage or salary system and his

ADMINISTRATIVE - INTERNAL USE ONLY

previous rate of pay exceeds the scheduled range for his new position.

- (b) The employee's position is downgraded as a result of application of a revised evaluation standard or a revised wage schedule structure and no scheduled rate for his position after this action equals his previous rate.
- (2) A wage grade employee receiving a saved rate in Step "S" is not entitled to wage schedule adjustments except when the increase equals or exceeds the amount of saved pay at which time the saved rate is terminated and the employee changed to the regular schedule at the rate which most nearly equals but is not less than the saved rate.
- (3) An employee is granted a Saved Rate Step "S" by a "Pay Adjustment -- Step Rate Change." A saved rate is terminated only by "Promotion," "Change to Lower Grade," or as stated in 5.a.(2).

b. Retained Rate - Step "R"

- (1) An employee changed to a lower grade for any reason other than his own request, for personal cause, or as a result of personnel reduction where no scheduled rate of the lower grade equals or exceeds his current rate (for W, L, S, and LB) or where his current rate is between two established rates (for GP and GA) will retain his current rate of pay for two years and be placed in Step "R" of his grade.
- (2) A wage grade employee receiving a retained rate is not entitled to wage schedule adjustments except when the increase equals or exceeds the amount of the retained rate at which time the retained rate is terminated and the employee changed to the regular schedule at the rate which most nearly equals but is not less than the retained rate.
- (3) An employee is given a Retained Rate Step "R" by a "Change to Lower Grade" action carrying a two year NTE date. A retained rate is terminated by "Promotion," or as stated in 5.b.(2).

c. Maximum Rate - Step "M"

- (1) Based on regular assignments to operate equipment and perform duties for which journeyman credit cannot be authorized, GP or GA positions can carry a maximum rate of compensation, less than journeyman. Employees assigned to such positions will be placed in Step "M" of their grades.

ADMINISTRATIVE - INTERNAL USE ONLY

- (2) A GP or GA employee receiving a maximum rate is not entitled to within grade increases. He is entitled to general increases applicable to the appropriate schedule and skill level. The amount of the increase is added to his maximum rate and the total becomes a new maximum rate.
- (3) A GP or GA employee is given a Maximum Rate Step "M" by a "Pay Adjustment" action which may be combined with a "Reassignment" action. A maximum rate may be terminated by reassignment when performance is no longer at the maximum rate in which case a "Pay Adjustment" is processed to reduce the rate. A maximum rate may also be terminated by promotion.

d. Pay Rate When Saved Pay Is Not Applicable

- (1) When pay saving is not applicable because of the provisions of paragraphs 5.a. or 5.b., an employee's rate may be fixed at any step rate of the grade to which changed and for which he is fully qualified, provided such rate is not in excess of his last earned rate. The selection of the step rate shall be at the discretion of the operating official concerned and with the approval of the Director of Personnel.



Director of Personnel

STATINTL

OPM 4-72

ADMINISTRATIVE - INTERNAL USE ONLY